

# Beautiful Eastern Association of Snowmobile Trails



## *Safe Operating Procedures*

### **SOP – 18: LADDERS and STEPSTOOLS**

The following hazards may occur when using a ladder unsafely or using a faulty ladder to store or retrieve merchandise:

- Falls caused by climbing on racks instead of using ladder
- Falls from ladders caused by failing to maintain three-point contact
- Falls caused by a ladder collapsing due to poor maintenance
- Falls caused by the ladder tipping over

#### **Safe Operating Procedure**

##### ***Before you start***

- Do not use a chair or any other object to stand on instead of a ladder □ Choose a ladder that is long enough or extends far enough for the task
- Inspect the ladder before using it. Ensure it is not damaged in any way (e.g. broken, bent or loose members, missing non-slip feet, etc.)
- Tag and remove defective ladders for repair. Destroy ladders that cannot be safely repaired. Do not straighten bent or bowed ladders. Do not paint ladders, as this can hide cracks or other weak points
- Make sure that your shoes are not wet or muddy, as this could cause you to slip
- Place ladders on solid, flat ground

##### ***Straight Ladder and mobile tubular***

- Keep the ladder one foot from the wall for every four feet the ladder extends up
- When using mobile tubular ladders, place the ladder as close as possible to the racking structure to minimize reaching. Make sure to lock the wheels
- Do not lean the ladder against an unsecured backing such as loose boxes or merchandise

##### ***Stepladder***

- Lock the stepladder. Extend the legs fully and ensure the braces are locked
- Never use a stepladder as a straight ladder
- When using the ladder in front of a door, ensure the door is propped open

**While you are working:**

- Maintain 3-point contact on the ladder. Keep two hands and one foot, or two feet and one hand on the ladder. Keep a firm grip at all times
- When climbing or descending a ladder, grasp the rungs instead of the side rails. The rungs will provide a better grip if your foot slips off the ladder
- Position the ladder facing the storage area. Never work sideways
- Face the ladder when climbing and descending
- Don't stretch or reach beyond the side of the ladder. You could lose your balance
- On a mobile tubular ladder, avoid carrying heavy or bulky items over the handrails to prevent the ladder from tipping over

□ When carrying small merchandise up a ladder, always have one hand available to hold onto the ladder

- Do not slide down a ladder
- Do not leap off of a ladder
- Never stand higher on a ladder than what the manufacturer recommends (e.g. do not stand on the top step of stepladder and do not stand higher than the third rung from the top on a straight ladder)
- Keep metal ladders away from electrical wires
- If a portable ladder exceeds 6 meters in length and is not securely fastened, or it is likely to be endangered by traffic, then it shall be held in place by one or more workers

For more information, please refer to Regulation 851: Regulation for Industrial Establishments (Sections 18 and 19: Access Ladder, section).